Introduction

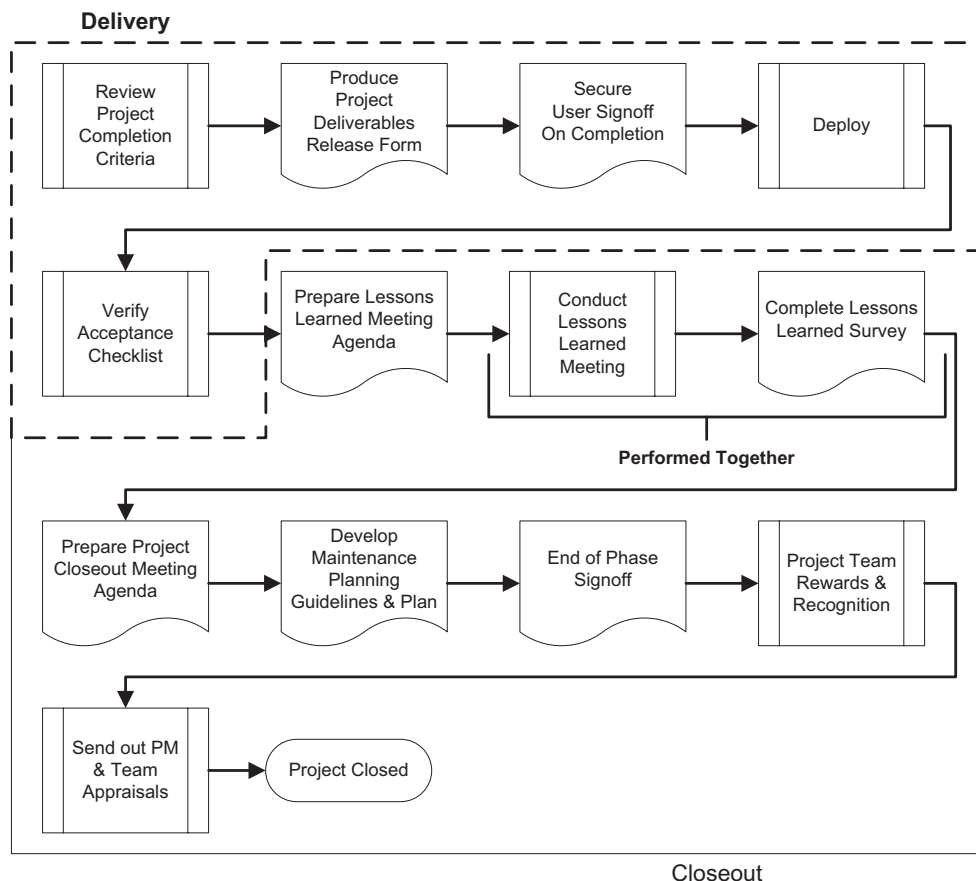The intent of Delivery and Closeout are twofold:

1. Delivery

   Here is where the Project Team ensures that all deliverables are ready to be deployed and that the individuals responsible for support of the product, are ready to support the customer in its use.

2. Closeout

   Closeout is where the Project Team ensures that the project is closed out properly. Capturing lessons learned, performing handoff of the delivery, archiving project materials, celebrating the project's success, and releasing team members for other projects, are all items that must be completed.

Task Breakout

Participants

Sponsor, Business Project Manager (BPM), IT Project Manager, Project Sponsor(s), SMEs, Functional Leads, Testing Lead, Architecture Lead, Data Security